

## AIR CONDITIONING MECHANIC

### Class Definition

Under supervision, performs skilled work installing, altering, maintaining and repairing heating, ventilation, air conditioning and refrigeration systems and equipment at City facilities.

### Distinguishing Characteristics

Air Conditioning Mechanic is a skilled trades class in the Facilities Management Division, Department of Administrative Services. Incumbents perform specialized work inspecting, installing, altering, adjusting and maintaining heating, ventilation, air conditioning and refrigeration systems and equipment at City facilities, and perform major overhauls and repairs to this equipment. Incumbents are expected to provide lead direction when other maintenance personnel assist in the performance of heating, ventilation, air conditioning and refrigeration work.

### Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Inspects and diagnoses, operates, maintains, repairs, installs and performs major overhauls to heating, ventilation, air conditioning and refrigeration systems and equipment, including but not limited to boilers, chillers, air handlers, air purifiers and scrubbers, cooling towers, heat exchangers, mixing boxes, furnaces, hot water heaters, pumps, valves, piping, ducting, control and chemical treatment systems, and similar equipment.

Estimates and submits requisitions for necessary, labor, materials and equipment; maintains written and/or computerized records of City heating, ventilation, air conditioning, refrigeration and related equipment.

Adjusts valves, gauges, thermostats, meters and other controls to insure optimum effectiveness.

May be assigned to specify, coordinate and inspect work performed by outside contractors.

May perform various semi-skilled and skilled tasks on plumbing, electrical and pneumatic equipment, carpentry, metal fabrication, doors, locks, painting and general maintenance work.

Performs related duties as required.

### Knowledge, Abilities, and Skills

Considerable knowledge of the theory and operation of major types of heating, ventilation, air conditioning and refrigeration systems and equipment.

Knowledge of the methods, materials, tools, and equipment used in the installation, maintenance, and repair of such equipment.

Knowledge of plumbing, metal fabrication and electrical repairs related to heating, ventilation, air conditioning and refrigeration systems and equipment.

Knowledge of the occupational hazards, safety rules and regulations of the trade.

Ability to effectively operate, maintain, and repair heating, ventilation, air conditioning and refrigeration systems and equipment.

Ability to properly use the tools, equipment and materials of the trade.

Ability to prepare and present clear and concise oral and written reports, and prepare diagrams.

Ability to lay out work and estimate time, materials, tools and equipment needed.

Ability to follow oral and written instructions and work from plans and specifications.

Ability to maintain detailed maintenance and repair records.

Ability to learn to operate computer based building automation, energy management, and record keeping systems.

Ability to establish and maintain effective working relationships.

#### Minimum Qualifications

Completion of a recognized air conditioning/refrigeration mechanic apprenticeship program and one year of journey-level experience working on large office building and/or large commercial heating, ventilation and air conditioning systems.

#### Special Requirements

Must possess a valid "Universal" technician certificate issued by a U.S. Environmental Protection Agency approved certification program, as required by Section 608 of the Federal Clean Air Act, at the time of application and maintain a valid certificate for the entire term of employment in this class.

Must possess a valid Plumber's Certificate of Competency issued by the City of Fresno Board of Plumbing Examiners within one year of appointment and maintain a valid certificate for the entire term of employment in this class.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_